GED123.org
Steps to Complete a GED Examinee Account

New Examinee

1. *All examinees must have an individual e-mail address (adult education center e-mail addresses may not be used since the address can only be used once to create an account).*

2. If the examinee does not have an e-mail address, they may create a free e-mail account on several Web sites (Yahoo, Gmail, Hotmail, AOL, GoHigherKy, etc.).

3. **Note:** Some free e-mail accounts will not work with firewalls. If the examinee will be completing the GED123.org process or accessing scores from an adult education center, GoHigherKY.org is recommended in order to avoid the firewall issue.

4. Examinees who do not have a personal e-mail address can create a GoHigherKY.org account. Instructions for creating and using a GoHigherKY.org account are attached.

5. If the examinee uses GoHigherKY.org; send a test e-mail to the address to ensure the account has been activated before creating an account on GED123.org.

6. Once the examinee has an active e-mail account, visit GED123.org. Click **Begin** under the new and potential GED student heading.

7. This will take the student to a U. S. map. Click **Kentucky** on the map.

8. The next screen will have a field to enter the access code followed by a continue button. Examinees have not yet been assigned access codes, click **Continue.**

9. The next screen is the page that creates an account. The examinee will use their individual e-mail address, create a password for GED123.org and enter the required identifying information. Click **Continue.**

10. GED123.org will automatically send an e-mail to the account entered by the examinee. This e-mail message confirms the creation of a GED123.org account.

11. The examinee cannot complete the GED123.org process until this e-mail message is received. This e-mail message will contain a link to GED123.org.

12. If the examinee has used GoHigherKy.org for their e-mail account, they will need to copy and paste the link provided into a Web browser. GoHigherKY.org does not support hyperlinks or file attachments.

13. If the examinee fails to receive the confirmation e-mail, return to the GED123.org site, complete the GED123 page again. This will generate a new e-mail to the examinee's e-mail address.

*14.*Once the confirmation e-mail has been received, examinees will go to the Web address provided in the e-mail by clicking on the link or copying and pasting the link into a Web browser.   It is important to use the link or copy/paste it because it connects to the account already created.

15. Using the link, the examinee will complete the online information, demographic questions and print the proof of registration page.

*16.*Three copies of the proof of registration page should be printed: one for the examinee, one for the adult education provider (in case the examinee loses their copy) and a copy to take to the test session. On the examinee copy, the examinee should record their individual e-mail address and GED123.org password.

*17.*The examinee must sign the adult education provider copy of the proof of registration if allowing the provider to use the access code to view student scores.

*18.*Examinee will call the testing center to make an appointment for a test session in the usual manner.

*19.*The examinee takes the proof of registration, completed KYAE-6 form (with all necessary signatures including proof of withdrawal if applicable) and government issued photo ID to the testing session.

*20.*Three days after testing, the examinee can logon to GED123.org to view scores. The examinee may use the e-mail address and password used to create the GED123.org account **OR** use the access code printed on the proof of registration page.

Examinees Retesting

1. An examinee that tested prior to July 1, 2007 does not need to create a GED123.org account.

2. The examiner will provide the examinee with their access code when they go to test. GED123.org automatically assigned an access code to all students in the system prior to July 1, 2007.

3. Those retesting will click **Returning Student** and enter the access code to view their scores online. Returning examinees do not need an e-mail address and will create an error if they try to enter an e-mail address.

GoHigherKY.org

Partnering to provide free e-mail access to Kentucky Adult Education students

GoHigherKY.org offers information on Kentucky postsecondary education, online financial aid and college applications, and much more. This site has built in e-mail access that provides an alternative for adult education students to free online e-mail services such as Yahoo.com and Hotmail.com. This is important because a lot of adult education centers across can not access Hotmail and Yahoo due to firewall issues.

Registering for an e-mail account

1. From GoHigherKy.org, click on "Create an Account" at the top center of the page
2. Enter personal information
3. Be sure to check the box that says that "This is your primary e-mail account"
4. Select a username
5. As an adult education student, the username should begin with "AE_" (i.e. AE_JDoe5)
6. Select a password, and then retype it for verification
7. Enter a security question and click "Next"
8. Enter an answer to the security question and click "Next"
9. Enter street address
10. Enter phone number
11. Enter education level
12. Enter the last high school attended
13. Click on "Next"
14. You are now registered

Accessing the e-mail account

1. Go to GoHigherKY.org
2. Click on "Log On"
3. Enter your username and password and click "Log On"
4. Click on the "My GoHigher" tab
5. Click on the "e-mail" link
6. NOTE: the e-mail address acquired will be <AE_username>@gohigherky.org